

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: TRANSPORTATION MANAGER

DEPARTMENT: PUBLIC WORKS

BASIC FUNCTION:

Under broad administrative direction, develop and manage transportation plans, policies and funding programs. Determine short term and long range transit solutions that address the city's increased need for mobility and accessibility. Perform highly responsible and complex professional administrative work; and perform related responsibilities as required. Act as the division manager for the Transportation and Traffic divisions.

DISTINGUISHING CHARACTERISTICS:

This is a single incumbent position reporting directly to the Public Works Director. This incumbent provides general strategic and administrative direction to the city departments that are assigned, which typically include Traffic Design Engineering, Traffic Monitoring and Inspection, Traffic Signal Maintenance, Streets and Lighting Maintenance, Transportation Management, and Pavement Management.

KEY RESPONSIBILITIES:

Analyze data, make recommendations, prepare reports and make presentations on the formulation of policy recommendations and procedure, and staffing and organizational requirements for Transportation and Traffic Management, in alignment with guiding principles adopted by the City Council.

Plan transportation improvements that focus on improving the mobility of people and promote transit-oriented community development.

Lead and manage traffic efforts involving the design and installation of vehicular and pedestrian transportation systems such as streets, bikeways and parking facilities.

Develop work plans, research issues and studies; evaluate operational needs and policies for city and regional transportation plans and projects; establish shared traffic service objectives for high priority transportation improvement projects.

Oversee the efforts of traffic design engineering, street and lighting maintenance activities and traffic signal maintenance.

Oversee and promote public outreach concerning projects, policies, activities and services of the transportation department.

Coordinate and provide responsible staff assistance to the Public Works Director and other city boards and commissions as assigned.

Assist in the development of the city's overall goals, objectives, policies and priorities.

Conduct difficult policy and fiscal-related analytical studies and reports involving the evaluation of departmental operations and service programs.

For areas of responsibility, oversee the preparation, coordination and analysis of annual department budgets; direct the preparation of multiple departmental work programs and annual budgets.

Attend and make presentations at meetings of the City Council, and other city boards and commissions.

Participate in regional transportation activities and maintain city presence and position on regional committees/commissions.

Manage the preparation, development and evaluation of technical studies; analyze and determine necessary actions.

Represent the city at community or professional meetings; make presentations to advisory committees, business and educational groups on a variety of department issues.

Establish inclusive citizen involvement that promotes understanding, input and feedback to further the department's mission.

Attend conferences, schools and professional meetings to keep abreast of new developments in transportation and traffic management and administration.

Coordinate activities with other city departments and other public or private agencies.

Respond to and resolve difficult and sensitive inquiries and complaints.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Principles of organization, administration, budget and human resources management.
- Federal, State, municipal laws, statutes, codes and ordinances related to transportation and traffic management.
- Local government financial practices and procedures.
- Methods and techniques of research, statistical analysis and report presentation.

Ability to:

- Plan, organize and manage the city's Transportation and Traffic Management programs.
- Provide administrative and professional leadership for the division.
- Properly interpret and make decisions in accordance with laws, regulations and policies.

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Develop and administer annual and long-range programs and budgets.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Work cooperatively and effectively with management staff, employees and others.
- Supervise, train and evaluate assigned staff.
- Communicate clearly and concisely, orally and in writing to elected officials and outside agencies.
- Work well under pressure to meet deadlines.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a bachelor's degree and preferably a graduate degree from an accredited college or university with major course work in civil engineering or transportation planning, and, five years of progressively responsible professional work experience in the field of civil engineering, transportation planning or a closely related field at an administrative or management level.

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Ability to work in a standard office environment with some exposure to the outdoors; ability to travel to different sites and locations; attend evening meetings; work under pressure and potentially stressful situations.

This is an at-will management classification.

DATE APPROVED: June 28, 2016